

**ADMINISTRATIVE INTERNAL USE ONLY**

6 February 1976

MEMORANDUM FOR: Chief, Production Group

SUBJECT : FBIS Objectives for FY 1976 and the TQ --  
Mid Year Review

A meeting with Mr. Proctor has been tentatively scheduled for 11 March 1976, 1400-1500 hours, to review FBIS' performance against its FY 1976 and TQ Objectives. [redacted] (in [redacted] absence) and I will attend.

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You have overall responsibility for Objectives #6 and #7. In order to prepare for the 11 March session, the following steps are now required:

- a. By 27 February, please submit to me a concise paragraph on each objective for which you are responsible. These paragraphs should briefly address accomplishments (or lack thereof), significant problems (if any), and show where we now stand and what the prospects are for achieving the objective.
- b. [redacted] will review these paragraphs, and then we will set up a meeting to discuss the objectives with you.
- c. The paragraphs, amended as needed, will then be forwarded to Mr. Proctor by 5 March for his perusal prior to our 11 March meeting. This will enable all participants at the 11 March meeting to concentrate on important issues within the allowable time-frame.

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Your cooperation is appreciated. Please let me know if I or anyone else on the staff can help you in any way.

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[redacted]  
Chief, Executive & Planning Staff

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